

Questions and Answers for RFP HHSA OSI #17280 – CMIPS II Implementation Phase Systems Engineering

Newly Published Questions and Answers: Numbers 22 - 27

Thursday, June 28, 2007

1. *RFP Section 3.5 states "each [corporate] reference must be for a different project RFP Section 9.4.1 states, "the term "Bidder" applies to the collective team of the primary contractor and its subcontractors."*

We are teaming with one or more other firms that have worked previously on the CMIPS project. We intend to submit a single reference for the CMIPS project, citing the work performed by each of the team members. We believe this is consistent with the RFP expectations, but would like confirmation that this approach is correct.

Answer

The approach described is consistent with the RFP requirements.

2. *Paragraph 2.2.9 states that Bidders may be subject to Exclusion for Conflict of Interest. Are there any other criteria to exclude a contractor from bidding? For example:*
- a) Can the CMIPS II Prime Contractor or any of its subcontractors bid on this procurement?*
 - b) Can the current CMIPS IVV vendor bid on this contract?*
 - c) Can a contractor bid on this procurement and the CMIPS II Quality Assurance Consultant*
 - d) Can a contractor bid on this procurement and the CMIPS II the three (3) Technical System Engineering Verification and Validation (V&V)*

Answer

The awardee (contractor) and the awardee's subcontractors on RFP HHSDC #4130-141A for the CMIPS II procurement are precluded from participating on this RFP. For the other procurements, see the State's response below.

The Conflict of Interest Laws and Follow-on Contracts (e.g., PCC 10335.5, PCC 10365.5, PCC 10410, and PCC 10411) apply to consulting services. Therefore, a thorough analysis of the facts surrounding a potential conflict of interest or follow-on contract situation would have to be conducted to make a determination on whether there is a conflict interest or following on contract.

Here is the website link to the above Public Contract Codes:

<http://www.documents.dgs.ca.gov/pd/misc/excerpt00.pdf>

Additionally, the State Contracting Manual (SCM) Volume 3 and Management Memo (MM) 07-4 provide guidance to State personnel on conducting an analysis to determining whether there is a conflict of interest or follow-on contract issue.

Here is the website link to the SCM:

http://www.documents.dgs.ca.gov/pd/poliproc/Chapter01AcquisitionPlanning1-2007.doc#_Toc155167744

Here is the website link to the MM:

http://www.documents.dgs.ca.gov/osp/sam/mmmemos/MM07_04.pdf

3. *Can one Bid on the System Engineering and Implementation Support Support contracts or is one precluded from bidding on both.*

Answer

Bidding on RFP HHSA OSI #17280, Implementation Phase Systems Engineering, will not preclude bidding on RFP HHSA OSI #17503, Implementation Support or RFO HHSA #17504, Quality Assurance / System Engineering Verification and Validation. Hence, it is conceivable that more than one of the three CMIPS II State Support Contracts could be awarded to a single vendor.

4. *It is difficult to commit staff eight or more months in advance. How do you factor potential substitutions between who is offered and who is available at project start?*

Answer

The State is sensitive to bidder challenges in committing staff many months in advance of contract award and work start up. As a result, the RFP does allow for substitutions and includes the following language in Section 1.4, Bidder Availability, "If Contractor Staff offered by a selected Bidder leave the Bidder's firm or are otherwise unable to participate in this Contract, they must be replaced with comparatively qualified Contractor Staff who are accepted by the State in accordance with Section 4, STATEMENT OF WORK, Subsection 4.4, Staffing Changes."

5. *Does the mandatory qualification (MQ) of 1000 users and a contract value of \$20 million apply to all proposed resources, participating certified small businesses and DVBEs?*

Answer

RFP Section 3.5, Corporate References [Mandatory] states, "A system comparable in size and complexity [to CMIPS II] is defined as having at least one thousand (1,000) system users and a total contract cost of at least \$20 million." This definition applies to all RFP references (such as for Bidder corporate references or staff qualifications) to system(s) or large integration project(s) of comparable size and complexity to CMIPS II.

6. *The Mandatory Corporate References are not clear to us. Could you please provide additional clarification on the following item from Section 3.5, 1st paragraph: "... ,or overseen the implementation of DDI by performing work similar to that identified in the Statement of Work of the RFP (see Section 4, STATEMENT OF WORK)." In particular we request clarification on the terms overseen and similar. These two terms are somewhat ambiguous and maybe hard for the state evaluate.*

Answer

The State, in addition to recognizing experience acquired through actual performance of Design, Development and Implementation (DDI) activities, will also recognize experience acquired by providing the expertise identified in Section 4.2.1.1, Implementation Phase Systems Engineering Contractor Team, for the implementation of DDI activities for a project comparable in size and complexity to CMIPS II. The RFP will be modified to clarify this.

7. *Please clarify if the contractors who participated in the procurement process and the shaping of the CMIPS II project—working with state staff and providing recommendations on project structure, functional and technical requirements specifications, implementation, rollout, etc.—are subject to exclusion from follow-on activities such as implementation phase systems engineering, quality assurance, and technical system engineering verification and validation.*

Answer

None of the contractors involved in the CMIPS II planning phase process were involved in developing the requirements for RFP #17280 or defining the specific Statement of Work tasks to be performed under the resulting contract. As a result, no conflict of interest or follow-on contract scenario exists, and these contractors are not subject to exclusion.

8. *In the Technical Approach, for the factor to identify risks/challenges, and proposed mitigation strategies for each of the nine role--will the State evaluation be based on pre-defined standards? If so, what are those standards?*

Answer

The State does not intend to use any specific predefined standard for evaluation of the risks and strategies presented by the Bidder. The State will evaluate the Bidder's identified risks/challenges and proposed mitigation strategies based on the supporting documentation and arguments provided in the Bidder's proposal. The Proposal's Technical Approach provides the Bidder the opportunity to show the State the Bidder's specific approach to fulfilling the specified roles and responsibilities, what problems are inherent in fulfilling those roles and responsibilities, and what steps might be taken to address those problems and thereby ensure project success. Each response would then be scored based on the criteria presented in the tables found in Section 9.4.3.2, Technical Approach.

9. *In the Technical Approach, for the factor to identify critical success factors for each of the nine roles:*
- 1. Is there a minimum number of success factors expected?*
 - 2. Is the State evaluation based on pre-defined standards? If so, what are those standards?*

Answer

- No, the State did not contemplate a minimum number of success factors.
 - The State does not intend to use any specific predefined standard for evaluation of the risks and strategies presented by the Bidder. The State will evaluate the Bidder's identified success factors based on the supporting documentation and arguments provided in the Bidder's proposal. The Proposal's Technical Approach provides the Bidder the opportunity to show the State the Bidder's specific approach to fulfilling the specified roles and responsibilities, what success factors are inherent in fulfilling those roles and responsibilities, and what steps might be taken to achieve those success factors and thereby ensure project success. Each response would then be scored based on the criteria presented in the tables found in Section 9.4.3.2, Technical Approach.
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10. *Reference RFP Page 29, in the third bullet item under "The description of each reference account must include the following items:" The bullet includes the text "Indicate the percentage of total contract cost that the Bidder completed (or is planning to complete if the project is still in progress)." Will the percent complete be used in proposal evaluation, and if so, how will it be used?*

Answer

The percent complete will not be used in proposal evaluation.

11. *Reference RFP Page 28 text requiring that for cited corporate references the bidder must "have either directly been engaged in the Design, Development and Implementation (DDI) of an IT system comparable in size and complexity to CMIPS II, or overseen the implementation of DDI by performing work similar to that identified in the Statement of Work of this RFP". Since projects consisting of pure DDI of systems comparable to CMIPS II are relatively rare, the appropriateness of references will depend on bidders' interpretations of the words "work similar to". For example, OSI's Child Welfare Services/Case Management System (CWS/CMS) is a major statewide system that has been in M&O for over ten years; however during that timeframe CWS/CMS has made significant enhancements that required all of the skills required by the CMIPS II SOW: PM advice, system engineering expertise, test expertise, scheduling, configuration management, etc. Would a project such as CWS M&O be an acceptable reference for the CMIPS II RFP? Could the State provide more general guidance so that bidders can better evaluate their corporate references for suitability for this procurement?*

Answer

Please see the answer to Question #6 which clarifies that either performance or oversight of implementation of DDI activities will be considered for qualifying experience. The State recognizes that DDI activities can occur in the M&O phase. If a Bidder is using DDI activities from M&O, it is incumbent upon the Bidder to establish that the activities are in fact DDI and not routine maintenance. The RFP will be modified to clarify this.

12. *Reference page 74, Database Analyst scoring. The second to last item includes the text "Experience directing or coordinating database design activities with County government agencies during implementation of a statewide county based application comparable in size and complexity to CMIPS II". We do not understand the relevance of experience with a "county-*

based" application, or "county government" to the database analyst skill set. Experience with large statewide applications with diverse user bases appears to be needed. This requirement limits the resource pool for database analysts and may adversely affect the costs to the State.

Answer

The inclusion of experience with counties has no Minimum Experience requirement and therefore should not limit the candidate pool for a Database Analyst. If an otherwise qualified candidate has county experience, up to 5 additional points can be awarded.

13. *The second to last item includes the text "experience during implementation of a statewide county based application". We do not understand the relevance of experience with a "county-based" application to the Scheduler skill set. Experience with complex schedules to a particular WBS depth is needed. This requirement for "county-based" application scheduling experience limits the resource pool for schedulers and will adversely affect the costs to the State.*

Answer

The inclusion of experience with counties has no Minimum Experience requirement and therefore should not limit the candidate pool for a Project Scheduler. If an otherwise qualified candidate has county experience, up to 5 additional points can be awarded.

14. *Section 1.7 Bidder's Library states "The State will maintain a Bidder's Library with reference materials and internet links. Bidders are encouraged to review the library material to gain a thorough understanding of the CMIPS II and the business and technical environment in which it operates." What material is in the Bidder's Library?*

Answer

The Bidder's Library contains reference material applicable to CMIPS II Project RFP (Prime - HHSDC-4130-141A). There is no material in the Bidders Library specific to HHSA OSI #17280. For a complete list of the contents of the Bidder's Library refer to RFP HHSDC-4130-141A, Appendix B -- List of Bidder Reference Materials and Internet Links. For access to the Bidder's Library contact Tom Abeyta as specified in Section 1.5, Procurement Official.

15. *Section 1.1 of the RFP states: "Bidders are also hereby advised that the State's Information Technology (IT) General Provisions have been modified for this CMIPS II procurement. Refer to Section 10, CONTRACT, for the Contract, Standard Agreement (STD 213)."*

However, the IT General Provisions referenced are identified on the web site as "Revised and Effective 6/21/06". Would the State please clarify and identify the modifications that have been made to the State's IT General Provisions for this procurement?

Answer

The State's general provisions have not been modified, however OSI General Provisions have been included in the contract and may include slight changes from the State's general provisions.

16. *Section 10, CONTRACT, of the RFP states that Exhibit 3 of the Contract will be the IT Personal Services Special Provisions. Section 5, Invoicing Payment for Services, of the IT Personal Services Special Provisions, is written to support a fixed price engagement. As this particular project will be completed on a time and materials basis, it is anticipated that the terms of Section 5 will be modified as required to meet the needs of this engagement in the resultant Statement of Work.*

Would the State please confirm its intent to modify the terms of Section 5 of the IT Personal Services Special Provisions to meet the needs of this engagement effort? In addition, would the State please clarify whether such modifications would include a deletion of the 10% withhold requirement?

Answer

Section 10.3.1 of the RFP is the controlling language for payment of invoices. The State did not contemplate a 10% withhold in addition to the 30 day in-arrears payment for services.

17. *Section 4.7.2, Reimbursement Rates, Page 49 - The RFP states "The State shall reimburse the Contractor for the actual costs for state-approved and required Contractor Staff travel mileage, lodging, and per diem costs up to the maximum allowed and in accordance with the guidelines currently in effect, as established by the California Department of Personnel Administration (DPA), for non-represented State employees." What are the maximum allowed limits for lodging, travel mileage, and per diem costs?*

Answer

Travel costs for the State are detailed on the Department of Personnel Administration website: <http://www.dpa.ca.gov/jobinfo/statetravel.shtm>

18. *Can you please provide us with a list of the questions that were submitted prior to the bidder's conference?*

Answer

All Questions and Answers for RFP HHSA OSI #17280, including numbers 1 and 2 which were submitted prior to the Bidder's Conference, have been published.

19. *Can you please provide us with a list of attendees from the bidder's conference?*

Answer

The list of attendees can be found on the project website at www.cmipsproject.ca.gov by following the link for "To access the list of Bidder's Conference (April 6, 2007) attendees, click here."

20. *Can you please provide us with the meeting notes from the bidder's conference?*

Answer

No notes were taken at the Bidder's Conference. All questions submitted, and the answers, have been posted. The Power Point presentation has also been posted.

21. *RFP Section 3.5 Corporate References states that a system comparable in size and complexity is defined as having at least 1,000 system users and a total contract cost of at least \$20 million. Is the total contract cost of at least \$20 million defined as the total DDI contract value or as the total project costs?*

Answer

The total contract cost of at least \$20 million refers to the contract in its entirety, including any amendments. Therefore the total contract cost is not limited to DDI.

22. *The format requirements for resumes outlined in RFP Section 4.3 Contractor Staff appear to be similar and redundant to the information being requested in the RFP Exhibit 12 - Resume Summary Form, which is to be included per RFP Section 8.6.1.6. The only difference is the inclusion of professional references for each proposed staff member. Is it acceptable to include bidder formatted resumes and client references for proposed staff in response to RFP Section 8.6.1.6 with the remainder of the information requested in RFP Section 4.3 Contractor Staff, bullet 2 within the RFP Exhibit 12 - Resume Summary Form?*

Answer

The bidder is required to submit the information requested in the form and format provided by the RFP. This makes mapping the RFP responses to requirements more efficient and less error prone. Additionally, if the bidder wishes to reduce redundant references, it may be effective to specifically reference areas elsewhere in the RFP response where the data requested can be found - e.g. point to the page/section numbers of previous or following sections of the RFP where the data is located.

23. *RFP page 82, item 10 Contract STD. 213 Exhibit 6 – Certifications and Exhibit 7 – Federal Assurances – Non-construction Programs:*

We could not locate these exhibits in the RFP. Please provide us with copies of these exhibits.

Answer

The mentioned exhibits were listed in error. They shall be deleted in the Addendum.

24. *RFP Exhibit 10 - Cost tables reflect a start date of 11/01/2007. The RFP key dates reflect a start date of 12/26/2007. Are bidder's to modify the cost tables to reflect a start date of 12/26/2007?*

Answer

Bidders that have submitted a "Letter of Intent to Bid" will be provided with an updated set of cost tables reflecting the December date.

25. *RFP page 35, item 4.3.1 Project Management Advisor states that the Project Management Advisor reports directly to the CMIPS II Project Manager. RFP Exhibit 14 CMIPS II Proposed State Project Functional Organization Chart shows the Project Management Advisor reporting to the Project Management Office Manager State – DPM II. We could not locate a CMIPS II Project Manager on Exhibit 14. Will the Project Management Advisor and the remaining 8 Implementation Phase Consultants report to those reflected in Exhibit 14?*

Answer

The CMIPS II Project has been developed as a highly matrixed organization. The PMA is placed organizationally within the Project Management Office, which is overseen by the DPM II. However, the function of the PMA is to support the Project Manager [as defined in the RFP] so they will functionally report to the Project Manager even though their position will be organized within the PMO for organizational and administrative purposes.

26. *The provided MS Excel file of Exhibit 10 – Cost Tables appears to have incorrect or missing calculations for the following tables:*

- a. Table 21. Project Management Advisor Costs, FY 10/11 (Jul-Oct) does not have a formula to calculate cost in cell D21.*
- b. Table 25. Test Lead Costs, FY 10/11 (Jul-Oct) does not have a formula to calculate cost in cell D21.*
- c. Table 27. Database Analyst Costs, FY 10/11 (Jul-Oct) does not have a formula to calculate cost in cell D21.*
- d. Table 30. Cost Summary, Total Travel Costs column is blank, but should be calculating the pre-filled travel costs from each of the Cost Tables, 21 through 29. These calculations are currently in the Total Contract Costs column.*

Answer

The corrections have been made for listed items for A-C. There will be no change to item D for the following reason: The column "Total Amt Subject to DVBE" has the formula in which it subtracts the Contract costs from the total travel costs. As the Total Contract cost has not been entered yet, the formula calculation correctly reads the same amount. If the Project puts the Total Travel Costs in the column now, the Total Amount Subject to DVBE will be zero. The column is blank because the data is transferred to this SUMMARY Worksheet from other worksheets and a formula applied to the transferred data in the column. The travel cost in the prior column is part of the calculation of that column's value which is already known (travel cost) AND which will be added to the vendors proposed Cost.

27. *We would like to clarify this requirement. We understand that this requirement pertains to providing client references for staff proposed and that staff experience to meet the minimum qualifications for each role (defined in RFP 4.31 through 4.3.9) can also include work prior to 1999?*

Answer

Client references pertaining to proposed staff should be 1999 to present to allow contact with a person having current knowledge of the proposed staffers recent work. However, references to staff work experiences for the purposes of evaluating their competency may include the breadth of the proposed staffer's career.
